

Classification

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OL/PSD 12	
1. TITLE OF REPORT (if a fill-in report include Form No.) Report of PSD Personnel Processing DDP/ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span> Microfilm						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		<input checked="" type="checkbox"/>	
		LOGISTICS		SECURITY			
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED 3 Verbal and 1 w/5 copies		5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly		6. DISTRIBUTION (No. of components not number of copies) 2			
7. FORMAT (memorandum, form computer print-out, etc) 3 verbal; 1 memo		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.		9. DIRECTIVE AUTHORITY REQUIRING REPORT Request from <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span> DDP ST			
10. PREPARING COMPONENT (include lowest level contributing information to report)  Chief, Photography Branch, PSD Administrative Officer, PSD				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  None			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-10	\$ 6.10		10 min.		\$ 1.00		4 \$ 4.00
GS-7	4.28		10 min.		.70		1 .70
GS-13	9.13		5 min.		.75		4 3.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
None							
TOTAL COSTS PER YEAR						\$ 7.70	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  Started in October 1967 at <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span> request through D/L.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						MAN-HOURS DOLLARS	
<input type="checkbox"/> CHANGE						70 min. \$ 7.70	
<input checked="" type="checkbox"/> DISCONTINUE							
16. DATE OF INVENTORY 8 OCT 1970		17. NAME		STAT		18. EXTENSION	